

1 March 1991

**Safety**

**CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

This regulation establishes the requirements for an effective safety program within the Civil Air Patrol (CAP).

**SECTION A-GENERAL**

**1. Responsibilities:**

a. *Region commanders* are ultimately responsible for CAP safety; however, all commanders are responsible for safety in their area of jurisdiction.

b. All *commanders* will provide guidance and assistance to ensure that an active safety program is established in all units. Additionally, all commanders will publish a supplement to this regulation containing at least the following:

(1) Pilot Proficiency Program conduct and completion reporting procedures.

(2) Special policy guidance as necessary for local situation.

c. Unit (group, squadron, flight) commanders must establish an accident prevention program within their units.

d. Safety Officer will be assigned to administer the accident prevention program. Safety officers at wing level should not normally have other unit duties. Their responsibilities are listed in attachment 1.

**SECTION B-ACCIDENT PREVENTION**

**2. Safety Program Criteria.** Civil Air Patrol flying and ground safety programs at all levels will be established under the following criteria:

a. Manning. Safety officer positions outlined in CAPM 20-1, Organization of Civil Air Patrol, will be filled with the best qualified personnel available. Safety assistants will be assigned as needed to distribute the workload. Written appointment of safety officer is required. A duplicate copy should be forwarded to the next higher headquarters safety officer so that a roster of assigned safety personnel can be maintained. In units with aircraft, the safety officer or assistant should have the following *minimum* qualifications:

(1) Be a private pilot.

(2) Be an FAA Accident Prevention Counselor (optional but desired). Private Pilot requirements can be waived by wing commander if nominee has completed the Extension Course Institute (ECI) "CAP Safety Officer" Specialty Track. Wing safety offices should be at least a commercial pilot with a desired minimum of 500 flying hours PIC time with experience in emergency services and be enrolled in or have completed the ECI "CAP Safety Officer" Specialty Track.

b. Safety Education. This may be achieved by the safety officer in the following manner.

(1) Safety Meetings. Ground and flying safety information will be briefed at unit meetings or scheduled safety meetings (squadron through wing) at least monthly. In units with pilots and an active flying mission, the monthly "Safety" bulletin published by the National Headquarters

Director of Safety will be briefed to all personnel. Additional sample topics for presentation are listed in attachment 2. Experienced personnel will benefit by an on-going review of hazardous conditions and acts as they pertain to equipment and procedures. A roster of the individuals who attended the safety briefings will be maintained. Summaries of safety material presented will be made available for review by those personnel not in attendance, that is, bulletin board or reading file. All personnel not present at the safety meeting must read and initial these summaries. Summaries with attached attendance rosters covering the past 12 months will be kept on file. Safety briefing should be oriented to identify the element of safety which may be of particular concern to the group in attendance including items of seasonal importance for flying units. Briefings should be kept informal and concluded with a group discussion of the topic presented. Units should be encouraged to have guest speakers.

(2) Monthly Activity Reports. These will be submitted by the wing safety officer to the region safety officer, as required by the region.

(3) Posters and Accident Prevention Material. Posters, accident prevention material, and items of major interest should be posted on a unit bulletin board. This board should be conspicuously displayed in an area which affords easy access to all personnel. Possible sources of literature are listed in attachment 3.

c. Civil Air Patrol Safety Improvement or Hazard Report, CAP Form 26. The CAP Form 26 should be utilized for recommending safety improvement measures or to report unsafe conditions, equipment, practices, rules, etc., which may constitute a hazard within the jurisdiction of CAP. FAA 80007, Safety Improvement Report, is utilized for suggesting safety improvements in general aviation. It is important that copies of both forms be readily available. Personnel should be briefed at least annually regarding the location, use, and purpose of these forms.

d. Local Policy and Guidance. When appropriate, local policy of a continuing nature will be included in a supplement to this directive.

e. Coordinated Activities with Other Safety-Oriented Organizations. Safety officers at each echelon will acquaint themselves with local FAA Accident Prevention Specialists and other safety-oriented personnel and work with them in promoting and conducting safety programs. Each wing should have several persons certified as FAA Accident Prevention Counselors.

f. Safety Surveys. Each CAP unit commander, flight through wing, will ensure that an internal safety survey (see attachment 4) is scheduled and conducted annually, covering ground and flight areas as applicable. Unit safety officers

---

Supersedes CAPR 62-1, 15 July 1986. (See signature page for summary of changes.)

OPR: SE

Distribution: In accordance with CAPR 5-4.

will provide their commanders with a report of the survey, indicating discrepancies and required action. Functional deficiencies should also be brought to the attention of the proper staff agencies; that is, operations, logistics, etc., for correction. A survey report will remain open until unit-controllable items are corrected. Copies of completed surveys will be forwarded to the next higher headquarters for review and evaluation. Unit safety officers will retain a file copy of the last survey accomplished with corrective actions indicated. Wing commanders will establish procedures to monitor the internal safety surveys of their subordinate units. The manner in which this is accomplished will vary with the structure and composition of the wing. If all units report directly to the wing, this can be accomplished by the wing's safety officer checking off units as the surveys are scheduled and accomplished. In the event that a group exists, it should be required to report to the wing when its units have scheduled and completed their surveys. The adequacy of each unit's safety program will be evaluated in accordance with CAPR 123-3, Civil Air Patrol Inspection Program.

**3. Paul W. Turner Safety Award.** An annual award presented to the CAP wing with the most outstanding safety program and safety record. The award consists of a plaque and includes the wing's name being placed on the CAP safety scroll at National Headquarters. Each region commander may submit one nomination for the previous year to National Headquarters/SE, which must be postmarked not later than 1 March. The Safety Committee will make the final selection. Nominations that are late or that have not been coordinated through the region commander will not be considered for the award.

a. The region commander's letter of nomination should include, but not limited to, the following:

- (1) Safety program and its implementation.
- (2) Public Affairs (PA) support of the safety program.
- (3) Safety officer manning.
- (4) Flying hazards faced by unit-weather, area, terrain.
- (5) Outstanding facts.
- (6) Assigned mission accomplished.

b. The committee will also consider other information available at National Headquarters, such as:

- (1) Flying hours of the unit.
- (2) Aircraft utilization.
- (3) Number of Corporate aircraft involved.
- (4) Average number of aircraft in commission, aircraft material condition, and quality of maintenance records.
- (5) Number of reportable aircraft accidents.
- (6) Number of vehicle accidents.
- (7) Personnel injuries.
- (8) Adequacy of accident reports.

The award will be presented by the National Commander or Executive Director at an appropriate CAP meeting.

**4. Region Safety Award.** A plaque presented annually to one wing from each region. This selection is made by the region commander and is based on the same criteria as the Paul W. Turner Award. Wings nominated for the Paul W. Turner Award automatically receive the region award. Presentation will be made by the region commander at an appropriate function.

**5. Safety Officer of the Year Award.** An annual award

presented to the safety officer who has contributed most to the CAP safety program. Each wing may submit a nomination to region. The region commander will review all nominations submitted and will select one nominee believed to be the most deserving of the award. The region commander will forward the nomination to National Headquarters/SE for final selection by the Safety Committee. All nominations must be forwarded by the region to National Headquarters postmarked not later than 1 March. Nominations that are late or that have not been coordinated through the region commander will not be considered for the award.

**6. Certificate of Achievement.** A certificate presented annually to CAP units that have operated without an aircraft or ground vehicle accident or personnel injury for one calendar year. Wing commanders will submit to National Headquarters not later than 1 March each year a list of units by name and charter number, to receive this award. This list will be verified with existing headquarters safety records. Certificates will be forwarded to wing headquarters for typing the appropriate unit name and signature of the wing commander. Presentation will be made at an appropriate time determined by the Commander.

**7. Procurement of Awards.** The above awards will be procured by National Headquarters/SE after recipients are determined and will be forwarded to appropriate individuals for presentation.

**8. Pilot Proficiency Program (PPP).** Wing safety officers will develop a system for determining the number of wing pilots who participate in the FAA Pilot Proficiency Program each year. A wing supplement to this directive should outline the procedures to be used for determining participants by name. The list of names will be maintained by the wing's safety officer through the following calendar year and those who completed all six phases prior to the end of the previous year will be maintained as long as they remain active CAP members. Members who complete the first phase of this program will be eligible to wear the PPP patch on flight clothing.

**9. Safety Badge.** A safety badge has been approved for wear with the Civil Air Patrol uniform. To qualify for the badge, the member must complete the following:

- a. Satisfactorily complete all requirements. They must:
  - (1) Serve as a unit safety officer for one year.
  - (2) Direct a unit flight clinic or conduct a safety seminar at the unit flight clinic. If the member is assigned to a nonflying unit, he/she may conduct a ground safety meeting at a wing conference or at a wing commander's call.
  - (3) Develop six original safety meetings for presentation to the unit. If the unit is a cadet unit, one session or meeting must address the passengers' contributions or responsibilities to flight safety. Length should be 10 to 20 minutes.
  - (4) Complete ECI 02170, Safety Officer Course.
- b. Complete all documentation in attachment 5 of CAPR 62-1.
- c. A star on the badge may be earned by serving as a safety officer at the wing or region level for at least one year. A wreath

may be added around the star for serving as a FAA Accident Prevention Counselor for at least one year. A letter from the

unit commander to the region safety officer certifying that these requirements have been met is adequate documentation for the member to earn an advanced badge.

OFFICIAL

JOSEPH M. NALL, Colonel, USAF  
Executive Director

*Signed*

WILLIAM A. HEATH III, Major, USAF  
Director of Administration

WARREN J. BARRY, Brigadier General, CAP  
National Commander

5 Attachments

1. Safety Officer Responsibilities
2. Suggested Topics for Safety Presentations
3. Catalogs of Safety Information
4. Sample Safety Survey
5. Safety Badge Documentation

SUMMARY OF CHANGES

This revision incorporates change 1, 1 Jan 87; deletes requirements for all commanders to forward numbers of members who completed the FAA Pilot Proficiency Program (PPP) (para. 8); deletes reference to CAP-MAP points (para 8); and updates procedures for receiving CAPC 49 "CAP Safety Officers Course" completion certificates (atch 5).

### **SAFETY OFFICER RESPONSIBILITIES**

1. Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated. Therefore, staff safety officer positions have been established to assist commanders. CAPM 20-1 outlines the responsibilities of the safety officer in assisting and advising the commander in the management of the overall accident prevention program. These responsibilities include:

- a. Performing safety surveys both annually and at other times when hazards or hazardous operations so warrant.
- b. Directing accident investigations and preparing safety reports.
- c. Planning safety training programs to include guest speakers to acquaint all personnel with their responsibility for applying safe practices.
- d. Conducting staff visits to subordinate units to assist them in identifying and solving safety problems.
- e. Maintaining a roster of subordinate unit safety officers.
- f. Reviewing and analyzing findings of accident reports to determine trends and methods for preventing future accidents.
- g. Developing training guides and arranging for publicity of safety programs through such media as bulletin boards, newspapers, etc.
- h. Establishing a safety hazard reporting program.
- i. Performing safety reporting as required by the Region Director of Safety.
- j. Insure unit compliance with CAPR 62-1 and CAPR 62-2.

2. Implementing the Program-Suggested Material:

a. Publications:

- (1) CAP Regulations 60-1, 62-1, 62-2, 66-1, 76-1, and 77-1.
- (2) National Transportation Safety Board (NTSB), Part 830, Investigation Regulation.
- (3) State Driver's Handbook.
- (4) Supplemental safety directives established by higher headquarters.
- (5) Catalogs of safety material.
- (6) Federal Aviation Administration Regulations and Publications.

(7) Yearly analysis of CAP mishaps and previous safety bulletins.

b. Forms:

- (1) CAP Form 78, Mishap Report Form.
- (2) CAP Form 79, CAP Accident Investigation Form.
- (3) Pertinent CAP Wing Forms, safety reports, inspection reports, etc.
- (4) CAP Form 26.
- (5) FAA Form 8000-7.

### 3. Administering the Program:

a. Establish a schedule of events. This schedule should include safety inspections and surveys, safety presentations, staff visits, and publicity of seasonal safety hazard items, that is, thunderstorms, winds, snow/ice, etc.

b. Evaluate and tailor the suggested safety survey checklist (Attachment 4) to cover your individual unit. Various phases or portions of the survey may be completed at different times as appropriate and convenient. When surveys are completed, copies should be sent to the next higher echelon for their information.

c. Local procedures should be established on accident reporting procedures. This information should include who is notified, how notified, time limits requirements for processing CAP Form 78, who will make investigations of accidents, and requirements for processing CAP Form 79. (See CAPR .62-2)

d. Establish a safety meeting file. This file should contain safety lecture outlines for topics to be covered in safety presentation plus a list of sources for which to obtain films, speakers, and training aids. Safety meeting attendance records should also be kept in this file.

e. Establish a file of safety educational material. This could include safety guides, magazine articles, FAA Advisory Circulars, posters, articles for bulletin boards, newspapers, the monthly safety bulletin, or yearly analysis.

4. The above guidelines are provided to give safety officer a starting point for establishing a viable program within their unit. It is not complete. Selling safety requires complete dedication. The safety officers must obtain full support from their commander if the safety program is to be effective. Consult the body of this directive for information regarding further taskings and guidance.

## SUGGESTED TOPICS FOR SAFETY PRESENTATIONS

### FLIGHT

**Aircraft Emergency Procedures.** Complete engine failure, partial engine failure, electrical system failure, radio failures, lost procedures, hazardous weather, instrument failures, etc.

**Takeoff and Landing Techniques.** Normal, variable flap, short/soft field, x-wind, gusty conditions; characteristics of tail draggers versus tricycle gear aircraft.

**Aircraft Performance.** Power settings, fuel consumption, range airspeeds, useful load, weight and balance.

**Seasonal Flying:**

*Winter- Cold weather procedures during conditions of frost, ice, and rain.*

*Summer-How temperatures and density altitude affect aircraft performance, thunderstorms.*

*Spring/Fall- Winds, visibility.*

**Night Flying.** Physical factors, lights, airports, etc.

**FAA and CAP Currency Requirements.** Minimum only, do not guarantee proficiency in takeoffs, landings, and instruments.

**Wake Turbulence.** FAA film available; where and how wake turbulence is generated.

**Aircraft Ground Handling and Servicing.** (FAA Advisory Circular 00-34) Taxiing, fueling, proper grounding of aircraft during fueling.

**Aircraft Tie-Down.** (FAA Advisory Circular 2-35B) Procedures for proper tie-down of aircraft and materials to use.

**Medical Aspects of Aviation.** Fatigue, alcohol, drugs.

**Ditching**

**In-flight fires.**

**Mountain flying.**

**Use of Oxygen.**

**Scuba diving and flying.**

**Taxi Procedures.** Are unprepared taxi areas surveyed for holes, soft areas and depressions?

**Aircraft Inspection Requirements.** Do aircraft meet FAA inspection requirements? That is, 100 Hr, Transponder, VOR, Pitot Static System, ELT, Annual.

### GROUND

**CAP Drivers License Requirement.** (See CAPR 77-1)

**Defensive Driving.** Prepare for the hazards created by the other guy.

**Use of Seatbelts.** The whys, pros, and cons.

**The Problem of Alcohol and Drugs.** How they affect the individual, delayed reactions, thought process. Combination effects of drugs and alcohol.

**Hidden Safety Hazards of Home and Office.** Flammables, slipping/tripping hazards, storage, etc.

**Water Safety.** Swimming and boating hazards. Buddy systems.

**Adjusting Speeds to Road Conditions.** The posted speed limit may be too fast for conditions (fog, rain, obstruction to vision, or slippery roads).

**Inspection and Maintenance.** Are vehicles periodically inspected for hazards? Is preventive maintenance accomplished as needed?

**Fire Prevention.** Fire Prevention Week normally in October; support local campaign.

These are just thought starters for your program. The important thing is to bring the personnel of your unit together so that everyone receives information pertinent to your operation.

**CATALOGS OF SAFETY INFORMATION****ADDRESS**

Department of Transportation  
Distribution Unit, TAD-484.3  
Washington DC 20590

Superintendent of Documents  
Washington DC 20402

National Transportation Safety Board  
Publications Section  
Washington DC 20591

Department of Transportation  
Distribution Unit, TAD-484.3

National Safety Council  
425 North Michigan Avenue  
Chicago IL 60611

Film Library, AC-44.5  
Federal Aviation Administration  
P.O. Box 20582  
Oklahoma City, OK 73125

**REQUEST**

*FAA Publications Catalog:* A catalog of selected printed material of interest to pilots and the aviation industry.

*Price List No. 79.* Price list contains listing of Air Force, Aviation, Civil Aviation, Naval Aviation, and Federal Aviation Administration publications.

*Publications of the National Transportation Safety Board:* A catalog of printed material dealing with safety aspect of air and surface safety.

*00-2 Advisory Circular Checklist.* Contains listing of current FAA advisory circulars and status of FAA regulations.

*Catalog-Poster Directory:* A catalog of safety promotion items, posters, and pamphlets.

*FAA Film Catalog:* A catalog of films for loan at no charge. Subjects cover all areas of general aviation.

*Flying publications:* A number of commercial magazines products have excellent articles of use for briefing material.

*SAMPLE***SAFETY SURVEY**

Unit Surveyed: \_\_\_\_\_ Date: \_\_\_\_\_

Persons Contacted: \_\_\_\_\_

OVERALL RATING: \_\_\_\_\_

Instructions: The survey officials should place their initials in the column which shows the rating for each item. Normally if an item is rated NO (*unsatisfactory*), an explanation or comment should be made at the end of the report using the same identification of paragraphs and titles as the original item rated. The survey official should sign one copy and leave it with the unit commander after having discussed it with unit commander, if appropriate. If the survey was conducted by a wing staff representative, the unit commander should acknowledge the receipt of the survey and indicate in writing any necessary corrective action taken. A reference copy may be retained by the surveying activity. The rater should add any comments which will provide a clear and concise picture of the situation at the time of the survey.

Identification of Columns:        Yes (satisfactory),    No (unsatisfactory)

COMMAND SECTION	<u>Yes</u>	<u>No</u>
1. Is the commander advised by key staff officers and the unit safety officer of deficiencies which are creating accident potentials in areas of personnel, logistics, and operations?	_____	_____
2. Is the commander's follow-up action to correct accident potentials effective?	_____	_____
3. Does the commander actively support the unit safety program?	_____	_____
4. Does the commander personally establish policies to emphasize safety?	_____	_____
5. Is an effective training program established to indoctrinate all personnel on the importance of safety?	_____	_____
6. Do commanders assure themselves that there is expeditious and effective coordination between key staff and operating agencies in matters pertaining to safety?	_____	_____
7. Do commanders require periodic safety surveys in their command?	_____	_____
8. Has the commander published a supplement to CAPR 62-1 or other document on safety?	_____	_____

**OPERATIONS AND TRAINING**

1. Check the following items by reviewing records and directives:	_____	_____
a. Are procedures in effect to insure that pilots are aware of latest safety-of-flight information?	_____	_____
b. Do checkout questionnaires require pilots to demonstrate a thorough knowledge of aircraft systems and operating procedures?	_____	_____
c. Does the unit maintain a current Pilot Information File in accordance with CAPR 60-1?	_____	_____
d. Are checkout requirements for each airplane specified in Writing with regard to hours, missions, and maneuvers required? (Day? Night?)	_____	_____
e. Are pilots encouraged to report hazards to flight and near accidents?	_____	_____
f. Are Go/No Go, Wind/Cross-wind values established for takeoffs and landings?	_____	_____
g. Are crosswind landing restrictions posted in the aircraft?	_____	_____



	<u>Yes</u>	<u>No</u>
h. Are CAP-conducted checkouts, rechecks, proficiency, standardization, instrument, instructor pilot checks, etc., adequate in accordance with CAPR 60-1?	_____	_____
i. Are completed checks reviewed by a responsible supervisor before finally approved and filed?	_____	_____
j. Is a system established to ensure that pilots do not fly unless they have met the minimum CAPR 60-1 requirements?	_____	_____
k. Is a system established to ensure that the aircraft is not released for flight unless it is airworthy?	_____	_____
l. Do all pilots review the PIF before each flight?	_____	_____
m. Do all taildragger aircraft have shoulder harness installed?	_____	_____
n. Is security of aircraft adequate enough to prevent unauthorized flights?	_____	_____
o. Are unprepared taxiways clear of any holes or depressions?	_____	_____
2. Check these items by actually examining the aircraft and observing operations of aircraft if possible:		
a. Do crews properly plan their flights?	_____	_____
b. Are passengers properly briefed?	_____	_____
c. Are flight plans filed for all flights outside of local area?	_____	_____
d. Are aircraft thoroughly inspected prior to each flight?	_____	_____
e. Are current checklists used?	_____	_____
f. Are periodic no-notice spot checks administered to the pilots?	_____	_____
g. Are standard hand signals used in directing aircraft?	_____	_____
h. When aircraft are parked, are main gear wheels chocked for and aft?	_____	_____
i. Are aircraft tied down after each day's flight?	_____	_____
j. Are aircraft properly grounded before refueling?	_____	_____
k. Are fuel tank sumps drained before flight?	_____	_____
1. Are pilots wearing their shoulder harness is installed in the aircraft?	_____	_____

#### ACCIDENT PREVENTION

1. Are aircraft and vehicles thoroughly inspected prior to operation?	_____	_____
2. Does the safety officer:	_____	_____
a. Supervise the accident investigating and reporting system. to assure complete, accurate, and prompt reporting?	_____	_____
b. Monitor training programs, briefings, and critiques for safety considerations?	_____	_____
c. Receive command support?	_____	_____
d. Perform duties not related to safety?	_____	_____
e. Assure compliance with all accident prevention policies?	_____	_____
f. Cooperate with and exchange ideas with other safety officers and agencies?	_____	_____
g. Maintain a reference file on safety and associated publications?	_____	_____

	<u>Yes</u>	<u>No</u>
3. Are safety publications receiving proper distribution?	_____	_____
4. Are bulletin boards conspicuous, neat, and up-to-date?	_____	_____
5. Are records maintained on all accidents? Are safety hazards reports on file?	_____	_____
6. Is corrective action accomplished on all recommendations submitted by the activity as a result of accidents-and safety hazard reports?	_____	_____
7. Are adequate fire fighting facilities available? (If not, have personnel been trained in first aid and crash-fire procedures?)	_____	_____
8. Are sufficient fire extinguishers readily available for emergency use?	_____	_____
9. Are monthly safety briefings held and documented? Documentation should include all personnel who attended.	_____	_____

#### MAINTENANCE

1. Are all aircraft equipped with a maintenance form for writeups after each flight?	_____	_____
2. Are aircraft being flown with excessive number of delayed discrepancies to the extent that safety may be compromised?	_____	_____
3. Are cockpits and/or flight decks regularly cleaned and kept free of foreign objects?	_____	_____
4. Is the maintenance officer taking an active part in the accident prevention program for pilots?	_____	_____
5. Does aircraft cannibalization have an adverse effect on safety of flight?	_____	_____
6. Is overall maintenance adequate and thorough enough to be an effective agent for vehicle/aircraft accident prevention?	_____	_____
7. Are 100-hour, annual, transponder, ELT, Altimeter / Static System inspections being accomplished as appropriate and logged in aircraft logs?	_____	_____
8. Are CAP vehicles equipped with seat belts?	_____	_____
9. Is there an adequate system for insuring pilots do not fly the aircraft if it is grounded for maintenance?	_____	_____

#### FACILITIES

1. Are proper lifting rules observed when handling large/bulky materials to avoid muscle strain?	_____	_____
2. Is electrical equipment properly guarded to prevent possibilities of shock and fire?	_____	_____
3. Are cords or wires strung across floors?	_____	_____
4. Are steps equipped with non-slip treads or painted with non-slip material?	_____	_____
5. Are stairways well lighted?	_____	_____
6. Are fire extinguishers available and do they have a current inspection?	_____	_____
7. Are flammables stored in office areas, that is, paint, thinner, cleaning solvent?	_____	_____
8. Are aisles or passageways kept clear?	_____	_____
9. Are sidewalks /pathways free from hazards such as snow, ice, rocks, tripping hazards, etc.?	_____	_____
10. Are electrical outlets overloaded by multiple plugs?	_____	_____

EXPLANATIONS AND/OR COMMENTS:

---

SIGNATURE AND TITLE OF SURVEY OFFICIAL

---

SIGNATURE OF UNIT COMMANDER

**SAFETY BADGE DOCUMENTATION**

1. Documentation required to be forwarded to the CAP Region Safety Officer with the application for the safety badge:

- a. A copy of the safety officers letter of appointment.
- b. A copy of the Safety Officer Course Completion Certificate.

2. After completion of ECI "CAP Safety Officer specialty Track (ECI 02170), individuals should forward a copy of the ECI Form 9 (Completion Certificate) to National Headquarters/SE. Upon receipt, a CAPC 49 "CAP Safety Officers Course" certificate will be completed and returned to the wing for presentation.

3. All of the following items will be completed as indicated and certified by the unit commander:

REQUIREMENT	DATE COMPLETED	CERTIFIED BY UNIT COMMANDER
Safety Officer Course	_____	_____
Unit flight clinic or safety seminar	_____	_____
Ground safety meeting (nonflying units)	_____	_____
Safety meeting	_____	_____
Safety meeting	_____	_____
Safety meeting	_____	_____
Safety meeting	_____	_____
Safety meeting	_____	_____
Serve as safety officer one year	_____	_____

Attachment 5 may be locally reproduced and used as a checklist by the member as requirements are completed. After all criteria are met, a copy of the completed attachment 5 will be forwarded to the Region Safety Officer for review and approval for the award of the safety badge.